

Chapter Bylaws
Of the
Poth Elementary Chapter
Of the
National Elementary Honor Society (NEHS)

Adopted: 8/17/21

Article 1: Name

The name of this chapter shall be the Poth Elementary Chapter of the National Elementary Honor Society (NEHS) of Poth Elementary School.

Article 2: Purpose

The purpose of this chapter shall be to recognize students for their outstanding academic achievement and demonstrated personal responsibility, to provide meaningful service to the school and community, and to develop essential leadership skills within the students of Poth Elementary School.

Article 3: Powers

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NEHS. See www.nehs.org. (search constitution)

Section 2: The chapter advisor is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3: Final authority on all activities and decisions of the chapter resides with the school principal.

Section 4: Non-discrimination. Our chapter of NEHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all activities and practices, including the chapter administration and the selection, discipline, and dismissal of members.

Article 4: Membership eligibility and selection

Section 1: Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship and Responsibility.

Section 2: Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members upon completion of their elementary school studies at this school. Graduate and honorary members have no voice or vote in chapter affairs. Membership in

National Elementary Honor Society does NOT automatically transfer membership into National Junior Honor Society or National Honor Society.

Section 3: Eligibility:

- a. Candidates eligible for selection to this chapter must be enrolled in grades 4 or 5.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Poth Elementary School. The Faculty Council may waive this semester enrollment requirement in the case of transfer students if they believe sufficient information and experience are available to make selection possible.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade average of 92 or higher in their core classes- English Language Arts/ Reading, Math, Science, and Social Studies.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their demonstrated personal responsibility.
- e. To be eligible for selection to membership in this chapter, the candidate must have been without excessive absences or tardiness.
- f. Pass all STAAR tests that were given for your grade level in the prior year
- g. No ISS assignment prior to nomination in the current year.
- h. No assignment to DAEP or suspension prior to nomination.

Section 4: The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of faculty members appointed by the principal. The chapter advisor is a non-voting member of the Faculty Council who facilitates all meetings of the council.

Section 5: Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the Candidate's Form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter advisor.
- d. Candidates shall provide a response to an essay about their leadership, responsibility, and service.
- e. The Faculty Council shall anonymously review the Candidates Forms, faculty evaluations, and other relevant information to determine those who fully meet the selection criteria for membership.

Section 6: The selection of active members shall be held once a year after the fourth six weeks.

Section 7: Candidates become members when inducted at a special ceremony.

Section 8: Transfer membership. Membership can be transferred from one chapter of NEHS to another.

- a. An active member of the National Elementary Honor Society who transfers from this school with an active chapter of NEHS will be given an official letter indicating the status of his/her membership.
- b. An active member of the National Elementary Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member at least one semester to attain the membership requirements and , thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

Article 5: Obligations of members

Section 1: Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Elementary Honor Society.

Section 2: Annual dues for this chapter shall be \$10.00. The dues will be due to the chapter treasurer within 30 days of induction. Scholarships are available for members each semester.

Section 3: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 4: Each member is expected to participate fully in all activities of the organization. it is required that members participate in no less than two activities in order to remain in good standing with the chapter.

Article 6: Officers

Section 1: The officers of the chapter shall be president, vice president, secretary, and treasurer.

Section 2: Student officers shall be elected, in a timely fashion, on a date designated by the chapter advisor, following the Spring induction ceremony. All returning members are eligible to run for a position as an officer.

Section 3: A majority vote shall be necessary to elect any officer of this chapter. if the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4: It shall be the duty of the president to preside at the meetings for this chapter.

Section 5: The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions in the areas of leadership and service.

Section 6: The secretary shall keep the minutes of meetings and be responsible for all official correspondence of the chapter.

Section 7: The treasurer shall keep the record of expenses, dues, and all other financial transactions of the chapter.

Section 8: Officers shall serve a term of one year.

Section 9: Officers and the faculty advisors shall collectively be known as the chapter's Executive Committee. The Executive Committee shall have general charge of the meetings and the business of the chapter, but any action by the Executive Committee is subject to the review of the chapter members.

Article 7: Meetings

Section 1: Formal meetings of this chapter shall be held one time per month. Additional informal meetings may take place as necessary to complete projects.

Section 2: This chapter shall strive to conduct its meetings according to *Robert's Rules of Order*.

Article 8: Activities

Section 1: The chapter shall determine one or more service projects for each quarter of the year, with a minimum of four (4) projects per year.

Section 2: All members of the chapter shall regularly participate in these projects. Members must have participated in one-half of the projects with the chapter in order to remain in good standing.

Section 3: These projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and the faculty, be appropriate and educationally defensible, and be undertaken in a well-planned and organized manner.

Section 4: The chapter shall publicize and promote its projects in a positive manner.

Article 9: Discipline of members

Section 1: Any member who falls below the standards of scholarship and responsibility may be considered for disciplinary actions by the Poth Elementary Chapter of the National Elementary Honor Society. A member of the National Elementary Honor Society is expected to maintain his/her academic standing, be responsible in all aspects, and take an active role in service and leadership to his/ her school and community.

Section 2: If a member's cumulative grade point average falls below the standard in effect when he/she was selected (92%), he/ she will be given a written warning and a time period of 3 weeks for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that can include consideration of dismissal from the chapter.

Section 3: Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see section 5 below). These violations include, but are not limited to stealing, destruction of property, cheating, truancy, or other serious offenses defined in the school's student code of conduct.

Section 4: Offenders of the school conduct code (such as use of profanity, unexcused absences, excessive tardiness, etc.) resulting in an office referral will receive a written warning. A conference may be requested by either party (Faculty Council or student/parent). If the member

is involved in an additional violation of the school conduct code (resulting in an office referral), the member may be considered for dismissal.

Section 5: In all cases of pending dismissal:

- a. The member will receive written notification from the advisor/Faculty Council indicating the reason for consideration of dismissal.
- b. The member will be given the opportunity to respond to the charge(s) against him/her at a hearing before the Faculty Council. This will take place prior to any vote on dismissal (in accordance with due process identified in the National Constitution). The member has the opportunity to present his/her case either in person or through a written statement presented instead of the face-to-face hearing. Following the hearing, the Faculty Council will vote to determine the appropriate disciplinary action. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the advisor.

Section 6: In lieu of dismissal, the Faculty Council may impose other appropriate disciplinary measures upon a member.

Article 10: Ratification, Review, and Amendments

Section 1: Ratification. These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the Faculty Council, and approval by the administration.

Section 2: Review. These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

Section 3: Amendments. These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The expectation are any provisions regarding selection of members and chapter disciplinary guidelines, which are developed by the Faculty Council with the approval of the principal

Date of approval by Faculty Council: _____

Signatures of Faculty Council Members:

Date of approval by Principal: _____

Signature of Principal: _____

Date of approval by Advisor: _____

Signature of the Advisor: _____

Date of approval by chapter members: _____

Signature of chapter president: _____

Signature of chapter secretary: _____